

PARKS AND RECREATION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Parks and Recreation Manager exists is to be responsible for the management, planning, supervisory duties of comprehensive recreation programming, park and recreation facilities management for the Community Services Department. This classification is supervisory. Work is performed under general supervision of the Parks and Recreation Director.

ESSENTIAL FUNCTIONS

Assists in the developing, establishing, implementing, monitoring and meeting objectives, goals and vision for a section of the Parks and Recreation Division.

Assists in developing, justifying, implementing and monitoring operating budget; reviews, monitors and controls budget expenditures throughout the year to ensure funds are not overspent; develops budget plans for unplanned expenses; prepares monthly reports of the budget status to the Director.

Recommends policy and procedures to the Director; enforces and communicates policy decisions by program; implements City and departmental policies; prepares comprehensive reports and assists in presentations to the General Manager concerning all operation issues; makes presentations to City commissions, council and external organizations.

Develops management and operation programs for recreation activities. Develops work standards and work expectations in the division. Develops work standards for all activities, programs and facility operations; monitors park and recreation facility maintenance in coordination with the Facilities Management Division and the Parks and Grounds Division. Attends events and discusses improvements.

Develops annual work plans to determine staffing and workload needs in all program areas; produces monthly reports on all activities to ensure goals and objectives are being met; develops cost of services for each discipline and recreation programs; develops customer survey programs and program evaluation methods for all recreation activities and recommends program changes to Director; conducts periodic audits of parks grounds, recreation facilities and recreation programs.

Supervises Senior Recreation Coordinators and Recreation Coordinators who oversee a park facility; recommends selection of employees to the Director; establishes in-house training of staff and related equipment/tools; conducts regularly scheduled meetings with employees; meets with employees as needed to resolve problems; assists in implementing and monitoring employee relations programs; recommends employees for superior performance bonus awards; recommends and prepares disciplinary actions.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of municipal recreation management and park facility operations and supervision.

Methods involved in planning, organizing, conducting, and evaluating recreational program activities.

Responsible fiscal procedures and practices.

Working knowledge of park maintenance best practices.

Ability to:

Communicate effectively both verbally and in writing.

Demonstrate proficiency in operating a personal computer and related software essential in performing daily activities.

Personify and promote shared responsibility, teamwork and continuous improvement.

Comprehend and make inferences from written material and verbal and/or written instructions.

Produce quality written documents; make presentations to various groups.

Collect and analyze data to make recommendations.

Make mathematical calculations and draw logical conclusions.

Establish and maintain effective working relationships with City staff at all levels, including commissions, City Council and the public.

Maintain regular consistent attendance and punctuality, and professional demeanor.

Perform a broad range of supervisory responsibilities over others.

Education & Experience

Five years of management experience in the Recreation Management and management of municipal Recreation related programs and facilities.

A Bachelors degree in, Recreation Management, Public Administration or Business Management is highly desirable.

Certification as a parks and recreation professional is highly desirable.

Must have demonstrated experience in implementing practices and procedures used in maintaining park and recreation facilities, and parks and recreation programs and services.

Must possess a current valid Arizona driver's license with no major driving citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified